

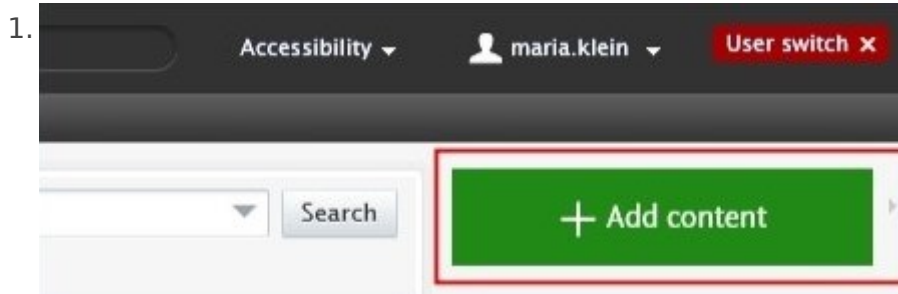
3.6. Projects - Details

A project in Pure is a record of **information** about a research Project, such as the participants and collaborators.

If you would like to enter information about a competitive Project, such as a FFF, FWF, etc., Project, please refer to the section [Awarded application \(competitive Project\)](#)

If you would like to enter information about a non-competitive Project, as privately funded projects (corporate funding) etc., please refer to the section [Awards with projects \(non-competitive Projects\)](#)

To create a new Project:



Or click on the triangle next to *Personal* in the header, select *Projects*, and click on the **+ New** button:



2. Scroll down until you locate the precise type of the item you want to add.

3. In the Project editor window, you need to enter all available information about the item. The required fields are marked with a red star, and filling them in is mandatory. To maintain data quality, we recommend providing information for some of the optional fields as well. The following steps include all the fields you suggested filling in:


1. Project type:

The default type is *Research* project. Use the dropdown menu if you want to select another type.

2. Identification:

Fill in the title of the project.

3. Related project participants:

Pure automatically adds the content creator with the *Project Applicant* role, along with their organisational unit, to this field. Click on *Edit* on the right side if you wish to change your role or your organisational unit. By clicking on the *Add person* button (left corner) or the add person icon  (right corner) you can add other persons who are related to this application. Click on *Add organisational unit* if you wish to register additional organisations.

The key participants of the project should be listed **by role in the following order:**

1. PI
2. Co-PI(s) (in alphabetical order)
3. Further contributor(s) (in alphabetical order)

4. Managing organisational unit:

Pure automatically adds the **internal** organisational unit of the content creator to this field. Change the organisational if you need to by clicking on the *Change organisation* button.

Classifications

Project type

Research 

Nature of activity type

[Add nature of activity type...](#)

Identification

Title *



Test Project

Short title



Acronym

Description



Layman's description



Key findings



IDs

[Add ID...](#)

Participants

Related project participants *



 **Mária Klein**, Project Applicant

Edit -

Internal person

 **Research Management at Paracelsus Medical University**

-

Organisational unit: Research Management

[Add person...](#)

[Add organisational unit...](#)

Project managed by

Managing organisational unit *

 **Research Management at Paracelsus Medical University**

Organisational unit: Research Management

[Change organisation...](#)

5. Collaborative project:

- Select **No** if the project is not a collaboration between partners.

- Select **Yes** if the project involves collaboration with two or more partners. By clicking on *Add collaborator* you can add further collaborators. One collaborator must be marked as lead.

6. Start and End date:

Fill in the start and the end date of the project.

The screenshot shows a form with three sections: 'Collaborative partners', 'Milestones', and 'Life cycle'. In the 'Collaborative partners' section, the 'Collaborative project' field is highlighted with a red box, showing radio buttons for 'Yes' and 'No', with 'No' selected. The 'Milestones' section has a button labeled 'Add milestones...'. The 'Life cycle' section has two date fields: 'Start date' with the value '05/12/2023' and 'End date' with the value '15/05/2024'. Both date fields are highlighted with a red box. Below each date field is an example: 'Example: 21/10/2002' for the start date and 'Example: +12 is 12 months later' for the end date.

7. Optional: Relations:

You can link your project with other Pure content, such as research outputs.

8. Visibility:

If you wish to display the project on the PURE Portal, please set the visibility to public: Ein Bild, das Text, Screenshot, Schrift enthält. KI-generierte Inhalte können fehlerhaft sein.

4. Set the workflow status *For Approval* and click on *Save*.

The screenshot shows a dark grey bar with a dropdown menu on the left and a blue 'Save' button on the right. The dropdown menu is open, showing 'For approval' as the selected option. The text 'Status:' is visible to the left of the dropdown.

In the next step, the project will be validated by the responsible PURE-editor.

Only projects that are both **publicly visible and validated** appear on the [PURE Portal](#). For the details, please refer to [FAQ3](#).

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